



Eastern District of Michigan CM/ECF E-News

January 2012

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Top Two E-Filing Errors of the Year!

The number of e-filing errors has steadily declined. Attorneys and staff are commended for following the e-filing rules and guidelines.

With that said, there are two e-filing errors that continue to be repeated, we thought we'd cover these two errors in the hope that we can reduce the error rate even more.

1. **Discovery Filings:** **Local Rule 26.2 prohibits the filing of discovery.**

This includes:

- ⇒ Interrogatories or request for interrogatories and responses to them
- ⇒ Requests for admissions or initial disclosures and responses to them
- ⇒ Deposition subpoenas
- ⇒ Depositions transcripts
- ⇒ Discovery subpoenas
- ⇒ Request for production of documents
- ⇒ Requests to enter or inspect property
- ⇒ Initial Disclosures
- ⇒ Notice of deposition hearings
- ⇒ Objections to deposition hears or other discovery requests
- ⇒ **All Proofs of Service on Discovery**



2. **Failure to Add ALL Parties to a New Case:** When opening a new civil action, ALL parties to that action must be added to the case at the time of opening. This includes all the defendants in a Notice of Removal case, even if the attorney does not represent all the defendants.

As always, contact the Help Desk at 313-234-5042 with any questions about e-filing. In addition, you may find helpful resources on the court's web site at www.mied.uscourts.gov.

Clerk's Office Hours

Filing users contacting the E-Filing Help Desk are reminded that the Clerk's Office and E-Filing Help Desk hours are 8:30 a.m. to 4:30 p.m. Calls received after 4:30 p.m. will not be answered.

Legal Advice

Please remember when contacting the Clerk's Office for assistance, Deputy Clerks are prohibited from providing legal advice. This includes interpreting Federal and Local Rules.



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Filing New Miscellaneous Cases

Beginning in October 2011, miscellaneous cases can be filed electronically.

These cases include:

- Appointments of Receiver
- Incoming Letters Rogatory
- Motions/Petitions to Quash
- Registrations of Judgment
- Petitions to Enforce IRS Summons (U.S. Attorney Only)
- Applications for Writs of Continuing Garnishment (U.S. Attorney Only)



Detailed instructions can be found on the court's web site at http://www.mied.uscourts.gov/CMECF/Policies/Open_New_Civil_Misc_Case.pdf.

2011 Top Help Desk Questions and Answers

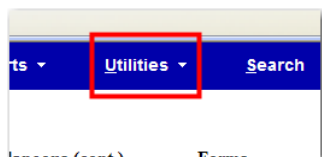
Every day the help desk answers calls and emails from filing users. Here is a list of some of the most common questions and their answers. **Please remember when contacting the Help Desk, staff is only permitted to answer e-filing questions, but cannot provide procedural or legal advice.**

1. **Forgotten Login and/or Password.** We receive many calls and emails regarding logins and passwords. Most calls are from filing users who have lost their information. In order to better remember your login information, you can change it to something that will be more easily remembered. The following example below is for attorney filing users only.

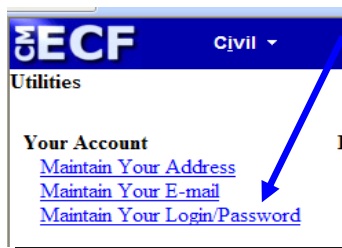
To change a login and/or password, log into CM/ECF with the filing user's e-filing login and password (not PACER). Once logged in, click **Utilities** and then **Maintain Your Login and Password**.

Example of Changing Login and or password.

Click **Utilities** in the Blue Menu Bar.



Click "Maintain Your Login/Password."



Make changes to login and/or password and then click [Submit.]



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2. **Forgetting to add parties to a new case.** It is important to add **all the parties** to a case. If you have passed the screens that allow a new party to be added, complete the filing and then add the parties afterward. To add additional parties to a case, Click on **Other Documents** and then click on **Addition of Parties** (as pictured to the right).

ECF Civil Criminal Quer
Other Documents

Available Events (click to select an event)

- Acknowledgment
- Addendum
- Addition of Parties
- Administrative Record
- Affidavit
- Affidavit of Publication
- Affirmative Defenses
- Amended Document - NOT Motion
- Amicus Curiae Brief
- Appendix
- Attorney Appearance
- Attorney Substitution
- Bill of Costs
- Certificate of Service
- Consent

Next Clear

3. **Additional Email addresses.** Many attorneys want to add additional email addresses to receive notices on their accounts. Here are some general steps, for more detailed information, review the **ECF Filing User's Manual** which is located on the court's website at www.mied.uscourts.gov. See example below.

Example of adding an additional email address

From the Blue Menu Bar in CM/ECF click **Utilities**.

Utilities

Click "Maintain Your Email."

ECF Civil
Utilities

Your Account

- Maintain Your Address
- Maintain Your E-mail
- Maintain Your Login/Password

Click "add new e-mail address."

Secondary e-mail addresses:

[add new e-mail address](#)

Submit all changes

Clear

Type in new secondary address and make preference selections.

Configuration options

secretary@lawfirm.com

Should this e-mail address receive notices? ☒ Yes ☐ No

How should notices be sent to this e-mail address? ☒ Per Filing ☐ Summary Report

In what format should notices be sent to this e-mail address? ☒ HTML ☐ Text

Should this e-mail address receive general announcement notices from this court? ☐ Yes ☒ No

Should this e-mail address receive notice for all cases in which this individual is a participant? ☒ Yes ☐ No

Click [Submit all changes].

Secondary e-mail addresses:

[secretary@lawfirm.com](#)

[add new e-mail address](#)

Submit all changes

Clear



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4. **Discontinuing notices in a case.** There are some instances where an attorney may want to discontinue receiving notices in a case. To accomplish this, use the event **Discontinue NEF's** which is located in the **Other Documents** category as pictured to the right.

Other Documents

Available Events (click to select a)

Bond
Certificate of Service
Consent
Consent to Mediation
Declaration
Discontinue NEFs
Discovery Plan - Rule 26f
Errata Sheet
Exhibit
Exhibit Index
Jury Demand
Markman Brief
Memorandum - Free
Offer of Judgment
Patent/Copyright/Trademark Report

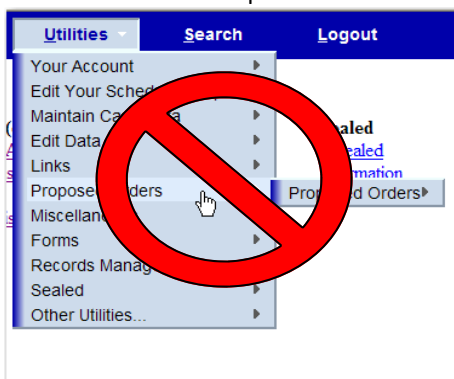
Next

Clear

5. **View attachments at the bottom of a long list.** There is a known bug when viewing a long list of attachments to a document. The scroll bars on the right side of the screen do not appear, preventing the user from scrolling down to view the attachments at the bottom of the list. To remedy this, use the Tab key. Each press of the tab key will highlight the next attachment. When you get to the bottom of the screen pressing tab will scroll the screen down so that the bottom of the list can be viewed.

6. **Proposed Orders - Page Not Found.** There is a known bug in the Utilities drop down menu. If a filing user selects **Submit Proposed Order** from the drop down menu, the page will display an error that says "Page Not Found." To avoid this error, click on the word **Utilities**, let that page load, and then select Proposed Orders.

DO NOT Use Drop Down Menu



DO Click Utilities and let the page load, then click Proposed Orders



Motion - Free

Filing users will notice in the Motions Category the new "Motion - Free" event. This new event should be selected whenever you cannot find an existing motion event that matches the motion you are filing.

Mistrial
More Definite Statement
Motion - Free
New Trial
Partial Summary Judgment
Pay
Permanent Injunction
Preliminary Injunction
Produce
Protective Order
Quash

Next

Clear